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(when any part completed)

CANADIAN FORCES
PERFORMANCE EVALUATION REPORT - OFFICERS

Change of
Reporting Officer ☐

Annual ☒

Posting ☐

Special ☐

Period From 1 Jan 70 To 30 Jun 70

PART I - OFFICER REPORTED ON IS RESPONSIBLE FOR THE COMPLETION AND ACCURACY OF SECTIONS 1 TO 15 INCLUSIVE.

1. Surname JENKINS		Initials G.R.	2. Service Number 431737287	3. Rank/Type of Commission/Date Promoted MAJ(L)/PC/16 Mar 70 (seniority 1 Jan 70)	
4. List/Corps/Branch LOG TN	5. Date of Birth 4 Feb 38	6. Marital Status M	7. Children (Sex/Age/School Grade) M/3 months/0		
8. Unit CFHQ/CP/SEC CP		9. Date TOS 15 May 67	10. Location of Family Ottawa		Date Moved approx 15 May 67

11. Official Appointment
Secretariat to Chief of Personnel

Primary Duties

1. Personal Assistant to Chief of Personnel (15 Mar 70 - 30 Jun 70)
2. CP Branch Special Projects Officer (1 Jan 70 - 11 May 70)
3. CP Branch Office Services Officer (11 May 70 - 30 Jun 70)

Secondary Duties

12. Military and Civilian Courses, Special Qualifications and Skills - Since Last Report.
1. Managing the Modern Office Services, American Management Association, Chicago Ill, 2-6 Feb 70.
 2. Tools, Techniques and Skills of Work Simplification for the Office, Canadian Management Association, Montreal, Que. 8-12 Jun 70.
 3. Carleton University, Political Science 47.300 - Canadian Government
 4. Carleton University, Political Science 47.440 - Public Personnel Administration (3&4 - Sep 69 - Apr 70)
- Current Interests and Activities.

Reading/Canoeing/Camping/Gardening

13. Languages. Record fluency as FAIR (F) or GOOD (G).

Primary Language: English

Other Languages:

Written

Fluency

Spoken

Fluency

14. Training and Employment: (A separate submission may be made if personal circumstances dictate a change before next Report).

a. Military or Civilian courses desired:

Staff College

b. Employment desired on next posting and alternative:

Staff employment

c. Factors affecting future postings:

Nil

15. Date

6 July 70

Signature of Officer Reported on

MAJ G.R. Jenkins

- c. A general appraisal of the Officer's performance in support of the numerical assessments is to be made. When an evaluation is made in a shaded area, examples of performance are to be cited from the reporting period. These must be critical in the sense that they differentiate between extremely effective or ineffective performance and normal performance.

While Major Jenkins has only worked for me since he was promoted in January, he worked with me during the previous year.

He was outstanding in his performance as a Captain and I have no doubt he will be equally effective in his new rank. As will be noted at paras 11 and 12, he has carried out a number of projects, more particularly he was given the task and some training to develop and manage a new Personnel Branch Office Services System. This new system should result in as an efficient Branch administrative system with an initial saving of at least 40 clerks and typists. I give Major Jenkins most of the credit for this accomplishment because he (1) guided the Management Engineering Study on which the new system was based (2) he developed the implementation plan and (3) he has worked extremely hard to make sure the people involved were given the help and guidance needed to motivate them to make the system a success. In addition, he has completed two university courses this year and is always seeking ideas to improve the office management system.

Major Jenkins is an officer whom one can turn to when there is a need to carry out an important job. During the past three months he has been acting as the Personal Assistant to the Chief of Personnel as well as carrying on his primary task as Office Services Manager. In this capacity he has again proven that he thrives on hard work and a challenging job. The numerical rating at para 16 is likely to be even higher at his next assessment.

Major Jenkins is a young dedicated officer who is intelligent and ambitious with considerable growth potential. He was selected for the CLFC&SC courses this year. It was cancelled because (1) he was needed for the Office Services project and (2) he needs the more broadening staff training of the CFSC.

18. TRAINING AND EMPLOYMENT

State your recommendations regarding the next stage(s) of training for this Officer and his next posting.

a. Training:

CFSC next year.

b. Posting: An early return to any personnel assignment within his rank and experience.

c. Employment (suitability for employment outside of normal service environment)

An excellent candidate for employment abroad or another government employment.

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19. COMPARATIVE ASSESSMENT:

How would you class this Officer in relation to others? Consider him against all officers who you have seen OVER THE YEARS in the same or similar employment, with the same rank and approximate seniority. Mark an X in the box opposite the words which describe him best. Then indicate in parentheses the number of Officers you placed in each category this year.

		In the large group of Satisfactory Officers			
Unsatisfactory	<input type="checkbox"/>	()	Top Half	<input type="checkbox"/>	()
Barely Acceptable	<input type="checkbox"/>	()	Bottom Half	<input type="checkbox"/>	()
			Better Than most	<input checked="" type="checkbox"/>	()
			Outstanding	<input type="checkbox"/>	()

20. PROMOTION:

Do you recommend this Officer for promotion?

No ☐ Not Yet ☐ Yes (When Qualified) ☒ Yes ☐

If "Not Yet" or "Yes" (When qualified) explain.

Just promoted

21. If you are recommending promotion in Section 20

Indicate how rapidly you think this Officer should be promoted in relation to his contemporaries.

Less Rapidly ☐ As Rapidly ☐ More Rapidly ☐ Much More Rapidly ☐

22. If you are recommending promotion in Section 20 do you

think he has the potential to be promoted to the rank and higher than that for which he is being considered?

No ☐ Not Sure ☐ Yes ☒

23. CERTIFICATION OF REPORTING OFFICER

a. I certify that on completion of this Report I have discussed with this Officer any of the faults recorded in Sections 16 and 17.

b. This Officer has served under my command or supervision for _____ years 6 months.

DATE	SIGNATURE	RANK	APPOINTMENT
8 July 70	<i>G.A. White</i>		SEC CP

PART III

(The Reviewing Officer will comment on the conclusions and recommendations above, add to them as necessary and sign. He will also CIRCLE his rating in RED where it differs from that of the Reporting Officer).

24. REVIEWING OFFICER

SEE BELOW

I know this Officer - Not At All ☐ Slightly ☐ Well ☐ Very Well ☐

DATE	SIGNATURE	RANK	APPOINTMENT

PART IV

25. COMMENTS BY NEXT SENIOR OFFICER

A most promising young officer who has served me faithfully and well in addition to his normal duties

I know this Officer - Not At All ☐ Slightly ☐ Well ☐ Very Well ☒

DATE	SIGNATURE	RANK	APPOINTMENT
8 July 70	<i>R.L. Hennessy</i>	VADM	Chief of Personnel

CANADIAN FORCES

CONFIDENTIAL

(when any part completed)

CONFIDENTIEL

(une fois rempli en tout ou en partie)

FORCES CANADIENNES

PERFORMANCE EVALUATION REPORT
OFFICERSRAPPORT D'APPRÉCIATION DU RENDEMENT
OFFICIERS

REFER TO CFAO 26-6 BEFORE COMPLETING ANY PORTION

SE RÉFÉRER À L'OAF 26-6 AVANT DE COMMENCER À
REMPILIR LA FORMULEChange of Reporting Officer
Changement d'officier rapporteur ☐Annual Report
Rapport annuel ☒Posting
Affectation ☐Special Report
Rapport spécial ☐Period From 1 Jul 70
Période duTo 30 Apr 71
au

PART I - OFFICER REPORTED ON IS RESPONSIBLE FOR THE COMPLETION AND ACCURACY OF SECTIONS 1 TO 15 INCLUSIVE
PARTIE I - L'OFFICIER QUI FAIT L'OBJET DU RAPPORT EST CHARGÉ DE REMPLIR AVEC EXACTITUDE LES SECTIONS 1 À 15 INCLUSIVEMENT

1. Surname Nom de famille JENKINS	Initials Initiales GR	2. S.I.N. N° d'ass. soc. 431 737 287	3. Rank and Seniority, Indicate if CFR or SSC Grade ancienneté, officier sorti du rang ou brevet à court terme MAJ(L)/PC/ 1 Jan 70
4. Classification and Sub Classification et sous-classification LOG	5. Date of birth Date de naissance 4 Feb 38	6. Marital Status État matrimonial M	7. Dependent Children (Sex/Age/School Grade) Enfants à charge (sexe/âge/année scolaire) M/1/0
8. Unit - Unité Secretariat Chief of Personnel	9. Date TOS Date d'affectation 15 May 67	10. Location of Dependents Domicile des personnes à charge Ottawa	Date Moved Date de déménagement 15 May 67 approx

11. Official Appointment - Poste officiel

Primary Duties - Fonctions principales

1. CP Branch Office Services Officer
2. CP Branch Financial Co-ordinator

Secondary Duties - Fonctions secondaires

12. Military and Civilian Courses, Spécial Qualifications and Skills - Since Last Report
Cours militaires et civils, qualifications et aptitudes spéciales - depuis le dernier rapport

Current Interests and Activities
Activités et intérêts actuels

Canoeing, Gardening, Reading

13. a. Primary Language Langue première English	b. The following bilingual qualification has been awarded in accordance with CFAO 9-34 La compétence ci-après en bilinguisme a été attribuée en conformité de l'OAF 9-34 Symbol - numeral - skill level - date Symbole - chiffre - niveau d'aptitude - date		
c. Other Languages (F-Fair or G-Good) - Autres langues (P-Passable ou B-Bonne)			
Written Écrite	Fluency-Facilité	Spoken Parlée	Fluency-Facilité
{	<input type="checkbox"/>	{	<input type="checkbox"/>
{	<input type="checkbox"/>	{	<input type="checkbox"/>

14. Training and Employment - Formation et emploi

a. Military or civilian courses desired
Cours militaires ou civils désirés

Command and Staff College

b. Employment desired on next posting and alternative
Emploi désiré lors de la prochaine affectation et deuxième choix

1. Command of Field Company: preferably Europe
2. Staff employment: Command HQs

c. Factors affecting future postings
Facteurs pouvant influencer sur les futures affectations

Nil

15. Date

Signature

Jenkins

CFHQ

MONITORED

J. B. BRYCE
COLONEL

JUN 07 1971

c. Provide a TYPEWRITTEN narrative to illustrate the numerical description given in section 16. In particular the narrative shall:

- (1) Clearly indicate the general performance superiority intended when items are rated 7 or 8 (Substantiation of each 7 or 8 by specific examples is not required).
- (2) Make direct reference to each section 16 item rated 1-2 or 9-10 and describe at least one specific example of the consistently "below standard" or "rare high quality" performance for EACH.

Rédigez, À LA MACHINE, un exposé des faits pour expliquer les notes attribuées dans la section 16. En particulier, l'exposé doit:

- (1) indiquer clairement en quoi le rendement général est supérieur, si les notes 7 ou 8 ont été attribuées (il n'est pas nécessaire de justifier chacune des notes 7 et 8 par des exemples particuliers);
- (2) mentionnez chaque article de la section 16 qui a été noté 1-2 ou 9-10 et donnez au moins un exemple précis du rendement constamment "inférieur à la normale" ou "d'une qualité supérieure rarement atteinte", à l'égard de CHACUN.

Major Jenkins has been an outstanding performer in every respect in his present job. It is just a year ago that the CP Branch adopted a centralized offices management system. Two recent surveys show that it has become an effective, efficient organization. Further, it has become the focal point within DND for the development of a DND-wide office services system to be adopted on the move into the new DND building. It is also of interest that other government agencies and three commands have come to see the system in operation. Full credit goes to Major Jenkins for its development.

Major Jenkins has a large number of civilians under his control, mainly women. Since the office service system was introduced the turnover of employees has been almost nil, and no serious grievance has come to my attention. In support of the very high assessment I have given him at Part II, I would like to make the following points:

- (a) he seeks out and reads all he can find on modern concepts of office management;
- (b) he is not afraid to experiment with new ideas and recognize if they are wrong;
- (c) through persuasion and tact, within a myriad of authorities, he has obtained a wide variety of modern office and associated equipment;
- (d) he is constantly alert to the need to provide service to his customers and seeks ways to find their needs;
- (e) he has developed a heirarchical structure so that a steno/typist can aspire to higher levels than formerly;
- (f) he has organized and conducted courses for his employees; also a course in the art of dictation for officers;
- (g) every year he takes at least one university course towards his own self-improvement; and
- (h) he has brought credit to the service, and he has given me his full support in every respect.

Recently, because of staff reductions, I had to give him the job of CP Branch Financial Co-ordinator (formerly carried out by a LCOL who retired). As I expected, he tackled the job with his usual enthusiasm. In my view, in a very short time, financial co-ordination within the branch is better organized than ever before.

Major Jenkins is off to staff college. He can be proud of his contription during the five years he has been with us.

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(when any part completed)

CONFIDENTIEL
(une fois rempli en tout ou en partie)

18. TRAINING AND EMPLOYMENT
(all sub-paragraphs shall be completed)

INSTRUCTION ET EMPLOI
(tous les alinéas doivent être remplis)

State your recommendations regarding the next stage(s) of training for this officer and his next posting.

Formulez vos recommandations en ce qui concerne les prochaines périodes d'instruction et la prochaine affectation de cet officier.

- a. Training — Instruction: Staff College and Senior Management training
- b. Posting — Affectation: As requested

c. Employment: (For example, suitability for employment in open, any, staff positions; in Canada; outside Canada; liaison; exchange or attaché. Specify).

Emploi: (Par exemple, est-il apte à remplir tout poste d'état-major, vacant ou non; au Canada; en dehors du Canada; de liaison; d'échange ou d'attaché? Précisez).

No restrictions

19. COMPARATIVE ASSESSMENT

Assess this officer relative to all other officers of the same rank and approximate seniority seen over the years in the same or similar employment. Mark an X in the one box you consider describes the officer best.

APPRECIATION COMPARATIVE

Faites l'appréciation de cet officier par rapport à tous les autres officiers du même grade et de la même période approximative de service que vous avez observés au cours des années dans l'exercice du même emploi ou d'un emploi analogue. Marquez d'un X la case appropriée, vis-à-vis du niveau qui, à votre avis, convient le mieux à l'officier.

Adverse Report
Rapport défavorable

In the large group of Satisfactory Officers
Majorité des officiers d'un rendement satisfaisant

Unsatisfactory
Insatisfaisant ☐

Top Half
Moitié supérieure ☐

Better than Most
Meilleur que la plupart ☐

Barely Acceptable
Tout juste acceptable ☐

Bottom Half
Moitié inférieure ☐

Outstanding
Exceptionnel ☒

20. PROMOTION

(A "NO" recommendation shall be explained; for example, by describing required improvements in performance or experiences which should occur before the officer is considered suited for promotion, or by making reference to comments in section 17c or 18. "NO" shall not be used based solely on time in rank or age. The recommendation should be in general consonance with sections 16, 17 and 19).

(Un "NON" doit être accompagné d'explications; par exemple, on peut indiquer les améliorations qui s'imposent ou l'expérience que l'officier doit acquérir avant d'être jugé apte à l'avancement, ou mentionner les observations formulées dans la section 17c ou 18. Un "NON" ne doit pas se fonder uniquement sur l'âge ou sur la période de service au même grade. La recommandation doit concorder en général avec les sections 16, 17 et 19).

Do you consider this officer suited for promotion within the coming year?

Êtes-vous d'avis que cet officier est apte à une promotion au cours de la prochaine année?

Yes
Oui ☒

No (explain)
Non (expliquez) ☐

21. If you are recommending promotion in section 20, indicate how rapidly you think this officer should be promoted in relation to his contemporaries.

Si vous recommandez une promotion à la section 20, indiquez avec quelle rapidité vous estimez que cet officier devrait être promu par rapport à ses semblables.

Less Rapidly
Moins rapidement ☐

As Rapidly
Aussi rapidement ☐

More Rapidly
Plus rapidement ☐

Much More Rapidly
Beaucoup plus rapidement ☒

22. If you are recommending promotion in section 20 do you think he has the potential to be promoted to the rank one higher than that for which he is being considered?

Si vous recommandez une promotion à la section 20, croyez-vous qu'il soit apte à être promu au grade d'un niveau plus élevé que celui qui fait l'objet de la présente recommandation?

No
Non ☐

Not Sure
Incertain ☐

Yes
Oui ☒

23. CERTIFICATION OF REPORTING OFFICER

CERTIFICAT DE L'OFFICIER RAPPORTEUR

a. I have discussed with this officer the correctable faults recorded in sections 16 and 17. (See CFAO 26-6 for the special requirements on adverse reports).

a. J'ai discuté avec cet officier des défauts corrigibles mentionnés aux sections 16 et 17. (Voir à l'OAF 26-6 les mesures spéciales à prendre dans le cas des rapports défavorables).

b. This officer has served under my command or supervision for 2 years 5 months.

b. Cet officier a servi sous mon commandement ou ma surveillance pendant années et mois.

(ALL REPORTS SHALL BE REVIEWED BY AN OFFICER SENIOR TO THE REPORTING OFFICER IN THE CHAIN OF COMMAND)
(TOUS LES RAPPORTS DOIVENT ÊTRE RÉVISÉS PAR UN OFFICIER QUI EST SUPÉRIEUR À L'OFFICIER RAPPORTEUR DANS LA VOIE HIERARCHIQUE)

Date

(TYPEWRITTEN) Rank, Name, Appointment and Unit
Grade, nom, poste et unité (DACTYLOGRAPHIÉS)

Signature

May 71

G.A. White, SEC CP, CFHQ

